

NATIONAL LAW CENTER ON HOMELESSNESS & POVERTY

Job Description

Position Title: Operations Manager	Position Level: Manager
Department: Administration	Reports to: Deputy Director

ABOUT THE ORGANIZATION

The National Law Center on Homelessness & Poverty (the “Law Center”) is the only national legal advocacy organization dedicated solely to using the power of the law to end and prevent homelessness in the United States. Partnering with *pro bono* attorneys, we bring high impact litigation; lead and support national, state and local advocacy campaigns; and educate providers, advocates and the public. Our work creates homes and communities for people experiencing homelessness, improves access to housing for domestic violence survivors, secures education rights for children experiencing homelessness, and protects human rights and dignity by striking down laws that criminalize homelessness.

A not-for-profit organization based in Washington, D.C., the Law Center operates with an annual budget of some \$1.4 million raised through law firm contributions, individual donations, foundation grants, and corporate sponsorships; it plans to grow this budget over the next three years. The organization marshals an additional \$3 to \$5 million in donated legal services each year.

ABOUT THE POSITION

Reporting to the Deputy Director, the Operations Manager is responsible for executing the Law Center’s operations, with responsibilities in human resources, financial oversight, and administration. The Operations Manager assists the Deputy Director in the financial management of the organization, working with and coordinating outside accountants and bookkeepers.

The ideal candidate will have at least three years of relevant experience in a small, progressive, non-profit organization, with increasing responsibility and a track record of success. The candidate will understand and appreciate the critical role that top notch administrative management plays in supporting and furthering our organization’s ambitious mission; relish implementing efficient and effective systems; enjoy problem-solving in a fast-paced, collegial environment; be a self-starter as well as a team player; and bring a strong work ethic and commitment to excellence to this critical job. This is a tremendous growth opportunity for the right candidate.

Specific responsibilities include:

Finance

- Review monthly financial reports prepared by external accounting firm; and work with the Deputy Director to prepare financial reports for the Executive Director;
- Assist with the preparation of income and expense forecasts, including staff time allocations;
- Assist and support the external accountant and bookkeeper and assist with the annual financial statement audit process;

- Working with the Deputy Director, coordinate and execute annual budget process, and help develop project and grant budgets;
- Work with the Deputy Director and accountant to ensure compliance with grant budgets and prepare grant reports;
- Support the Deputy Director in preparing reports to the Finance Committee; assist with staffing Finance and Audit Committees;
- Assist with day-to-day cash management;
- Approve payroll.

Human Resources

- Support effective recruitment, hiring, orientation and retention of staff;
- Manage internship program, including advertising the program, recruiting applicants, and outreach to colleges, universities and law schools;
- Assist with the implementation of personnel policies, and periodically review as necessary;
- Ensure annual staff evaluations are carried out in a timely manner;
- Work with Deputy Director to ensure that appropriate employee professional development goals are established and met;
- Initiate and support internal staff development events;
- Administer the organization's benefit plans, and carry out initiatives to add or adjust benefits.

Administration

- Ensure paper and electronic file systems and protocols are implemented and maintained;
- Participate in the negotiation of contracts and maintain relationships with vendors;
- Oversee equipment and supplies;
- Liaise with external IT support team and building management;
- Provide administrative support to the pro bono program.

QUALIFICATIONS:

- Bachelor's degree, and at least three years of relevant experience.
- Excellent analytic, problem solving, and organization skills; sound judgment and discretion in handling sensitive financial and personnel information; positive, constructive attitude;
- Ability to multi-task, prioritize, take initiative, work collaboratively and be flexible in a collegial, fast-paced environment;
- Meticulous attention to detail; strong written, oral, and interpersonal skills;
- Familiarity and comfort with technology, including familiarity with relevant software programs; basic troubleshooting skills a plus;
- Demonstrated experience with spreadsheets, financial statements, and basic nonprofit financial management. Experience with forecasts and budgets, grants management, budgeting, QuickBooks, and/or external audit experience a plus;
- Commitment to social justice and the Law Center's mission.

SALARY AND BENEFITS:

- Salary: Commensurate with experience.
- Benefits: Generous holiday and vacation leave; fully paid health insurance; life and disability insurance; 403(b) retirement plan; small, collegial team environment; many opportunities to use skills and grow professionally.

APPLICATION PROCEDURE:

- Send cover letter, resume, brief writing sample, and salary requirements to HR@nlchp.org with “Operations Manager” in the subject line. **No phone calls, please.**

The Law Center is an equal opportunity and affirmative action employer. Racial, ethnic, religious, and sexual minorities and persons with disabilities are encouraged to apply.

APPLICATIONS DEADLINE: Until filled.